UNITED
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Secretariat

ST/AI/338/Add.6
16 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VACANCY MANAGEMENT*

Addendum

1. In addition to the current procedures of the vacancy management programme as detailed in bulletins ST/SGB/221 and ST/AI/338 and addenda, the purpose of the present addendum is to introduce a recourse mechanism to the establishment of the short list by the relevant appointment and promotion bodies and to streamline promotion procedures following selection for a higher-level post. This addendum applies to posts in the Professional category and above. An addendum covering posts in the General Service and related categories will be issued shortly.

I. RECOURSE PROCEDURE

2. Although the appointment and promotion bodies, in reviewing vacancy management cases, make every effort to ensure that staff members applying for posts receive full consideration, it is conceivable that the information presented by the staff member may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been introduced as of 1 July 1990.

3. As outlined in administrative instruction ST/AI/338/Add.3, vacancy management cases at the P-2 to P-4 levels will be considered by the Appointment and Promotion Committee at the duty station where the vacancy is located. All cases at the P-5 and D-1 levels will be considered by the Appointment and Promotion Board.

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* Personnel Manual index No. 4256.

4. Following the establishment of a short list of candidates for a given vacancy by the respective appointment and promotion body, the Office of Human Resources Management or the local human resources section responsible for vacancies at the P-2 to P-4 levels at duty stations away from Headquarters shall inform all staff members presented for consideration as to whether they are included in the short list. All such staff, irrespective of their inclusion in the short list, who believe that the information they submitted in connection with their application was incomplete, may avail themselves of the recourse procedure and write within 10 WORKING DAYS through the secretary of the respective appointment and promotion body to the chairperson. The staff member should only submit information that was not contained in the original application submitted for a given vacancy and which the concerned staff member feels may have a bearing on his or her inclusion in or selection from the short list. Staff residing at the same duty station as the post under consideration should normally submit 15 copies of their recourse in order to speed up the process.

5. The appointment and promotion body will then review the case in the light of the additional information received and establish the final short list. In accordance with bulletins ST/SGB/221 and ST/AI/338 and addenda, the short list will be submitted to the head of the department or office where the vacancy under review is located for the final selection of a candidate on behalf of the Secretary-General.

6. In reviewing a case, the appointment and promotion body may request the official status file of staff members under consideration for a vacancy. Staff members are reminded that they should review their official status file periodically in order to ensure that it is up to date. A request for such a review should be addressed to the Chief, Personnel Records Unit, for staff at Headquarters and to the Chief of the local human resources section for other duty stations.

II. PROMOTION AFTER MOVEMENT UNDER VACANCY MANAGEMENT

7. Staff members who move to a higher-level post following selection from a short list established by the appropriate appointment and promotion body may be promoted to the next higher level on the recommendation of the department or office concerned after certification by the department or office of the completion of six months of satisfactory service at the higher level. The promotion normally shall be effective from the beginning of the seventh month of service in the higher-level post. The promotion will be authorized by the Office of Human Resources Management.

8. Staff members who moved to a higher-level post under the provisions of the vacancy management programme, but whose department or office did not certify satisfactory service at the higher level, may request a review of their case by the appointment and promotion body that established the short list for the post to which the staff member was selected. All such cases will be submitted to the appointment and promotion body through the Office of Human Resources Management.

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ST/AI/338/Add.6/Amend.1
29 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VACANCY MANAGEMENT*

Administrative instruction ST/AI/338/Add.6 is hereby amended to change the effective date of the recourse procedure set out in its paragraph 2 to 1 September 1990. Accordingly, paragraph 2 is replaced by the following text:

"Although the appointment and promotion bodies, in reviewing vacancy management cases, make every effort to ensure that staff members applying for posts receive full consideration, it is conceivable that the information presented by the staff member may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been introduced as of 1 September 1990."

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* Personnel Manual index No. 4257.

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